

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	8.7	3
	Date Filed	Effective Date
	March 14, 2014	August 1, 2014
Authority/References KRS 72.020, 72.025, 196.035, 197.020, 218A.010, 500.080, 520.010 ACA 4-4202, 4-4206, 2-CO-1E-01	Subject NOTIFICATION OF EXTRAORDINARY OCCURRENCE	

I. DEFINITIONS

"Contraband" is defined by KRS 520.010(1), and shall include a dangerous instrument as defined in KRS 500.080(3), an escape device or any amount of controlled substance as defined in KRS 218A.010(6), marijuana, or intoxicant.

"Serious physical injury" is defined by KRS 500.080(15).

II. POLICY and PROCEDURE

An appropriate and expedient response to an extraordinary occurrence shall be essential for safety and restoration of normal operations. It is essential that appropriate assisting agencies, personnel or family be notified promptly.

A. State Police Notification

If the institution suspects felonious activity, the Kentucky State Police shall be notified immediately by the Warden, Duty Officer, or Internal Affairs Officer. Pending arrival of the State Police, the Warden or Duty Officer shall:

1. Place all suspects and inmate witnesses or complainants in custody, as may be necessary to maintain security.
2. If the scene of the occurrence and its condition may be relevant to the investigation, take necessary steps to maintain the location in the condition it appeared during the alleged offense.
3. Identify and preserve all physical property which may be relevant to the investigation including any weapon and clothing of suspect and victim in order to ensure its availability for use as evidence.
4. Require written reports from all institutional personnel who may have any relevant knowledge or information concerning the offense.

Policy Number	Effective Date	Page
8.7	August 1, 2014	2

a. The report shall be completed prior to the employee's departure from the institution at the end of his tour of duty.

b. If there is doubt if a particular individual has full knowledge or information concerning the occurrence, a written report shall be completed.

5. If in the opinion of the Warden or Duty Officer, the crime scene may not remain stable or intact and may be disturbed due to an unavoidable circumstance, every effort shall be made to obtain photographic or videotaped documentation of the scene.

6. A private citizen may be ordered to leave an institution or other Department of Corrections operated property. If the person refuses to leave, the State Police shall be called immediately. The State Police shall be requested to evict the person from the grounds.

7. If the staff at a particular institution has reasonable suspicion to suspect a person possesses contraband, that person may be detained and the State Police shall be immediately notified (See CPP 9.8 – Search Policy).

B. Notification of Central Office Staff

In the case of homicide or other unnatural death, serious assaults on staff, visitor or inmate, escape, riots, major fire or other serious disruption of institutional operations, the warden shall, as circumstances allow, personally inform the Commissioner and Deputy Commissioner of Adult Institutions of the event.

C. Deaths

1. In any occurrence of death, the Warden or Duty Officer shall immediately contact the institutional physician or doctor on call and the appropriate officials as set forth in KRS 72.020.

2. Once the physician at the scene pronounces the person dead, the body shall not be moved without the authorization of the county coroner.

D. Notification of Family

In any case of death or serious physical injury the immediate family, if known, shall be notified by telephone as soon as possible. Inmate families shall not be notified of inmate hospitalizations unless the reasons for the admission are deemed to be life threatening. It shall be the decision of the warden if family will be allowed to visit during hospitalization.

Policy Number	Effective Date	Page
8.7	August 1, 2014	3

E. Employee Criminal Activity

All investigations involving employee criminal activity shall be coordinated with the Warden, the State Police and both the Office of Legal Services and the Department of Corrections Personnel Office.